

BOARD ORGANIZATIONAL MEETING

The Board of Education will hold its annual organizational meeting during the first week in July, at a time to be determined by the Board. The purpose of the organizational meeting is to elect officers of the Board and make the proper appointments and designations of other district employees for the proper management of the school district during the school year.

The District Clerk shall call the meeting to order, and shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include items required or implied by state law and/or regulation. The Board may also conduct general district business at the end of the meeting before adjourning. All Board of Education meetings will be conducted in accordance with generally accepted Rules of Order. All participants are expected to treat the process and all present in an orderly and respectful manner.

I. Oath of Office

The District Clerk shall administer and countersign the oath of office to newly-elected Board members. The oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. No new Board member shall be permitted to vote until he/she has taken the oath of office.

II. Election of Board Officers

The Board shall elect a president and vice-president for the ensuing year, and administer the oath of office to them. A majority of all members of the Board shall be necessary for a valid election.

III. Appointment of District Officers

The Board shall appoint and the Board President administer the oath of office to the following district officers:

District Treasurer	Deputy Treasurer
District Clerk	Tax Collectors and Deputies
Claims Auditor	

IV. Appointment of Other Positions

The Board shall appoint and establish the stipend (if any) for the following positions:

School Physician	Purchasing Agent
Census Enumerator & assistants	Supervisors of Attendance
Internal Audit Function	Insurance Advisor
Asbestos Designee	Records Access Officer
Treasurer, Extraclassroom Activities	Records Management Officer
Title VI Compliance Officer	Independent District Officer
Liaison for Homeless Children & Youth	EEO Officer

V. Bonding of Personnel

The Board will bond the following personnel handling district funds:

Tax Collector(s)	Claims Auditor
District Treasurer	Deputy Treasurer
Central Treasurer (Extraclassroom Activities)	

The Board may include any of the above officers in a blanket undertaking, pursuant to law and Commissioner's Regulations, rather than bond individuals.

VI. Designations

The Board shall designate:

- Official depositories for district funds
- Official newspapers
- The day and time of regular meetings
- Rate for mileage reimbursement

The Board shall also adopt the rotational list of impartial hearing officers for the district as provided by the State Education Department.

Cross-ref: 2310 Regular Board Meetings
6675 Extraclassroom Activities Fund

Ref: New York State Constitution, Article XIII, §1
General Municipal Law §103(2) (official newspapers)
Public Officers Law §§10; 13; 30
Education Law §§ 701 (meeting to elect president, may elect vice president); 1707 (date of meeting); 2130 (appoint clerk, bonded treasurer and bonded tax collector); 2504 (small city meeting during the first week of July, day and time of regular meetings)

Adoption date: October 21, 2009

Revised: February 17, 2010, May 19, 2010